

ATM DEPOSIT

Let's take a look at this new process

Agenda

Part 1: Purpose

Part 2: Key Benefits

Part 3: Prepare ATM Deposit

Part 4: Record Deposit in myUFL

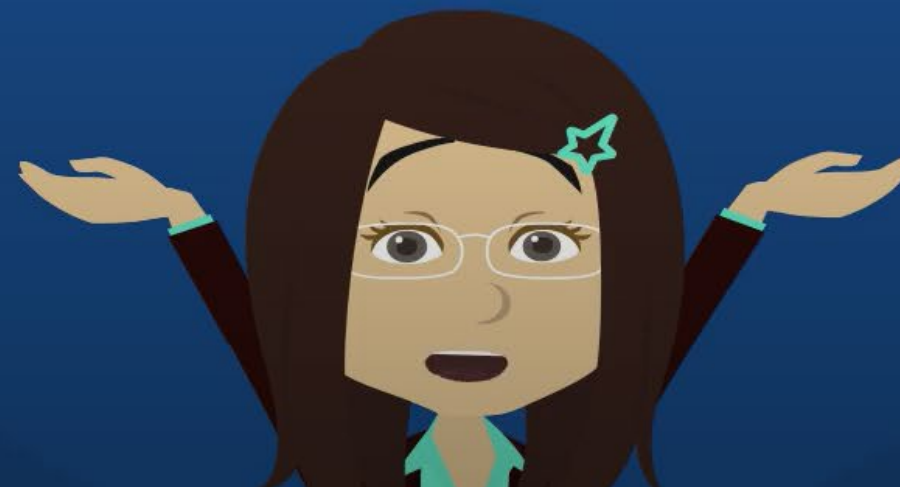
Part 5: Next Steps

Purpose

efficient and
accurate

reduce
time

enhance
customer
experience





Deposit Options



Drop Box



Mobile



ATM



Desktop Check Scanner



Wells Fargo Branch



Armored Courier



Key Benefits

- Stop at any Wells Fargo bank ATM that accepts deposits – available on campus at [Broward Dining, Hub, & Reitz Union](#)
- It is a convenient option if your department has frequent deposits (cash and checks only)
- Not required with deposit:
 - Deposit transmittal form
 - Lockable canvas bag and/or envelopes

End Goal

- Transition all units to at least one of the six new deposit options
- Discontinue use of lockable canvas bags and/or envelopes

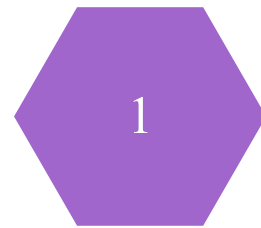
ATM Card



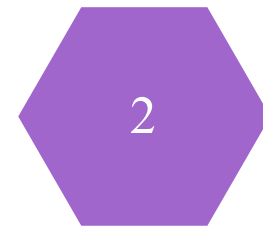
StageCoach ATM Deposit Card

Prepare ATM Deposit

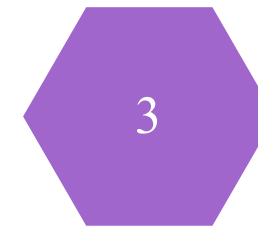
Key Points



Count and
prepare cash
and/or checks



Enter access code
= LOC# on card
at ATM



Deposit Cash/Checks
together via Wells
Fargo ATM by 9 pm
for same day
processing

ATM Card

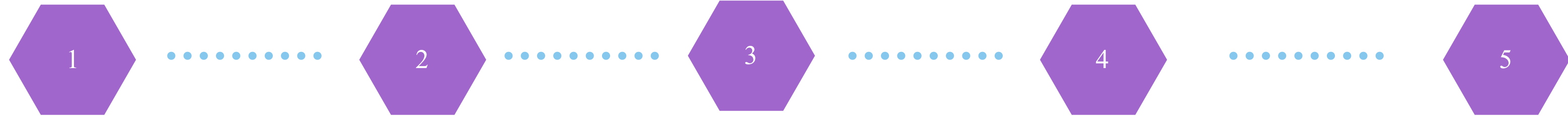


LOC 000034

GOOD THRU 04/2025

Record Deposit in myUFL

Key Points



Deposit cash and checks together via ATM **before** entering in myUFL

Record cash and checks deposit in myUFL

Make myUFL deposits to **Concentration Account (0006)** rather than Vault (UFV)

Enter the **Location ID** as the **Payment ID** in myUFL

The **Accounting Date** entered in myUFL should be the **same** as the business date the cash and checks were deposited via ATM

Totals

Payments

Unit 6400

Deposit ID NEXT

Delete Deposit

*Accounting Date 10/05/2021

*Bank Code WFB

*Bank Account 0006

*Deposit Type K

WFB

Concentration

CheckDep

Control Currency USD

Format Currency USD

Rate Type CRRNT

Exchange Rate 1.00000000

Control Totals

Control Total Amount 5,000.00 *Count 1

Entered Total Amount 5,000.00 Count 1

Difference Amount 0.00 Count 0

Posted Total Amount 0.00 Count 0

Journalled Total Amount 0.00 Count 0

Control Data

*Received 10/01/2021

*Entered 10/01/2021

Posted

Assigned 52686730

User 52686730

Save Notify Refresh

Add Update/Display

Totals Payments

Unit 6400

Deposit ID NEXT

Date 11/17/2021

Balance Balanced

Payment Information

Find | View All First 1 of 1 Last

Payment Seq 1

*Payment ID 000034

+ -

Amount 500.00

Currency USD

Pymt Ref

*Accounting Date 11/18/2021

☒ Journal Directly

Attachments (0)

Apply Payment

Customer Information

Find First 1 of 1 Last

Customer ID

Business Unit

Remit From

Remit SetID

Name

Corporate

Corporate SetID

SubCust1

SubCust2

MICR ID

Link MICR

STAGECOACH DEPOSIT*

Branch & ATM Deposit card

WELLS
FARGO



579508 19986 000017

CASHIERS

LOC 000034

GOOD THRU 04/2025

Troubleshooting

Contact UF Cashiers Office

352-392-0185

TM_DepositSupport@admin.ufl.edu

Process Questions?



Next Steps

**Complete the
Deposit Options
Form**



Timeline

August & September

- New deposit options training

November & December

- UF community transitions to at least one of the new deposit options

October

- New deposit options go live and UF transition begins
- Launch of the redesigned PST021 Making Deposits in myUFL training course

January

- All units transitioned to at least one of the six deposit options by **January 6, 2023**
- Discontinue the use of lockable canvas bags and/or envelopes

All UF units transitioned to new deposit options!



Contact Us

TM_DepositSupport@admin.ufl.edu